



TOWN OF HANOVER DEPARTMENT OF MUNICIPAL INSPECTIONS CONSERVATION OFFICE

TOWN HALL, 550 HANOVER STREET, HANOVER, MA 02339 • (T) 781-826-6505 • (EMAIL) OFFICE.CONSERVATION@HANOVER-MA.GOV

APPLICATION SUBMITTAL REQUIREMENTS

Deadlines to meet:

- ***ANRAD, RDA, NOI (Require Public Hearings):***
Fourteen (14) days prior to desired meeting date- (Wednesday by 12:00 noon).
(Example: submit by June 2nd for June 16th meeting)
- ***Special Use Permit for Conservation Land:***
Ten (10) days prior to your event.
(Example: submit by Feb. 1st for a Feb 10th event)
- ***Requests for Extension Permits, Certificates of Compliance, Revised Plan Review:***
Seven (7) days prior to desired meeting date- (Wednesday by 4:00 PM).
(Example: submit by Dec. 9th for Dec. 16th meeting)
- ***Informal Discussion before the Commission:***
Seven (7) days prior to desired meeting date- (Wednesday by 4:00 PM)
(Example: submit by Jan. 14th for Jan. 21st meeting)

Application Packets (for Public Hearings)- Documents must include:

For	ANRAD ¹ : (3 sets)	NOI: (2 sets)	RDA: (2 sets)
1.	DEP ANRAD Application	DEP NOI Application	DEP RDA Application
2.	DEP ANRAD Fee Transmittal Form	DEP NOI Fee Transmittal Form	(n/a)
3.	Bylaw Supplemental Information Sheet	Bylaw Supplemental Information Sheet	Bylaw Supplemental Information Sheet
4.	Bylaw Fee Schedule and Calculation Worksheet	Bylaw Fee Schedule and Calculation Worksheet	Bylaw Fee Schedule and Calculation Worksheet
5.	Bylaw Plans Checklist for ANRAD	Bylaw Plans Checklist for NOI	Bylaw Plans Checklist for RDA
6.	Professionally Engineered Plans	Professionally Engineered Plans	Plans as per Bylaw Plans Checklist for RDA
7.	Certified Abutters List	Certified Abutters List	Certified Abutters List
8.	Legal Ad Agreement	Legal Ad Agreement	Legal Ad Agreement
9.	Copy of Check to DEP	Copy of Check to DEP	(n/a)
10.	BVW Data Forms	BVW Data Forms or ORAD	(n/a)

¹ Call Conservation Office 781-826-6505 prior to submitting ANRAD to set up initial deposit to Guarantee Deposit Account.

11.	Payment of Fees in full	Payment of Fees in full	Payment of Fees in full
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Application Packets (Public Hearing not necessary)-
Documents must include (one set each²):

For	Request for Extension Permit³:	Request for Revised Plans Review:	Request for Certificate of Compliance (COC):
1.	DEP Request for Extension Permit App.	Letter to Commission detailing revisions and reason(s) for necessity	DEP Request for COC Application
2.	Bylaw Supplemental Information Sheet	Bylaw Supplemental Information Sheet	Bylaw Supplemental Information Sheet
3.	Bylaw Fee Schedule and Calculation Worksheet	Bylaw Fee Schedule and Calculation Worksheet	Bylaw Fee Schedule & Calc. Worksheet if OOC issued prior to 10/3/93
4.	Payment of Bylaw Fees in full	Payment of Bylaw Fees in full	Payment of Bylaw Fees in full (if applicable)
5.		Revised Plan – show original and revision dates and clearly mark revised areas on plan (2 sets)	As-Built Plans (2 sets)
6.			Letter from Professional Engineer or Applicant's Representative stating completeness of project
7.			Photos of pertinent areas

NOTE: Instruction Sets are available on the Town of Hanover Website www.hanover-ma.gov
and as handouts in the
Conservation Commission Office, 2nd Floor Hanover Town Hall,

² Unless otherwise specified.

³ Expired permits can not be extended. Call Conservation Office 781-826-6505 for further details.

